

# FMP Ledger Reports

Revised 3/2/06

## Un Paid Vouchers: Responsible Person; Purchaser

Purpose: to identify vouchers that have not been paid within the 2-month period prior to current date and take necessary follow up action.

Find Criteria:

**Request #1:**  
 Type: **Voucher**  
 EstDate: Date range beginning with start of fiscal year ( 9/1/yy) to (2<sup>nd</sup> month prior to closed month). Example: 9/1/05..10/31/05, if today is 12/1/05.  
 Enc Amt: = (type equal sign in this field)  
 Exp Date: = (type equal sign in this field)

**Request #2:**  
 Status: **Paid**  
 Select Omit from the left toolbar to omit all records with status of Paid.

**Request #3:**  
 Type: **Travel**  
 Select Omit from the left toolbar to omit all records with type of Travel.

Find Results:

Transactions List Detail																			
Main Menu   Ledger Menu   Detail Summary   Acct Summary of Found Records   Monthly   Report																			
FY	Speed	Type	Account	Type	Vendor Name	Description	DOC #	Initial	Status	Proj Yr	Sub Acct	Ref No	PO #	Est Dat	Est Am	Comp ENC/ pyp	Compares ENC Enc Dat	Comp ENC/ pyp	Comp Exp Dat
2006	19167	54000		Voucher	Sigma Aldrich Inc	ethyl iodide	00157260	oks						09/01/05	73.20				
2006	18324	54006		Voucher	Herbert Flake	simplex access o	00353264	oks	step2					09/01/05	378.20				
2006	19167	54000		Voucher	Fisher Scientific	polyphosphoric a		oks						09/01/05	95.27				
2006	19167	54000	Th	Voucher	Fisher Scientific	HALITE-ROCK S	00478741	oks				4370		09/01/05	77.50				
2006	35000	54000		Voucher	Fisher Scientific	ITEM CANCELE	00499547	oks				OD		09/01/05	0.00				
2006	35000	54000		Voucher	Oakwood Product		00495721	oks				OD		09/01/05	0.00				
2006	54006	Th	Voucher	Fisher Scientific	Melting point capi		00499748	oks	New			3221		09/01/05	223.12				
2006	35000	54002	S	Voucher	Matheson Tri-Gas	Liquid Nitrogen 1	00526407	ds	Approved					09/01/05	39.79				
2006	33146	54006		Voucher	Kimble Kontes	3 neck round bott	00536397	oks	Pending					09/01/05	77.20				

## Un Paid Travel Vouchers: Responsible Person; Travel Coordinator-Secretary 2

Purpose: to identify travel vouchers that have not been paid within the 2-month period prior to current month and take necessary follow up action.

Find Criteria:

**Request #1:**  
 Type: **Travel Voucher**  
 EstDate: Date range beginning with start of fiscal year ( 9/1/yy) to (2<sup>nd</sup> month prior to closed month). Example: 9/1/05..10/31/05, if today is 12/1/05.  
 Enc Amt: = (type equal sign in this field)  
 Exp Date: = (type equal sign in this field)

**Request #2:**  
 Status: **Paid**  
 Select Omit from the left toolbar to omit all records with status of Paid.

Type	Vendor Name	Description	DOC #	Initial	Status	Proj Yr	Sub Acct	Ref No	PO #	Est Dat	Est Am	Comp ENC/ FYP	Compare ENC Enc Dat	Enc Amt	Comp EST/ FYP	Comp Exp Dat
Travel Voucher					Paid					09/01/05				=		=

Find Results:

FY	SpeedType	Account	Type	Vendor Name	Description	DOC #	Initial	Status	Proj Yr	Sub Acct	Ref No	PO #	Est Dat	Est Am	Comp ENC/ FYP	Enc
2006	37038	56111	Travel Voucher	Wang, Shuangya	Wang/Los Angele	00577502	el			AJ	1281		11/01/05	636.00		
2006	37038	56112	Travel Voucher	Wang, Shuangya	Wang/Los Angele	00577502	el			AJ	1281		11/01/05	89.56		
2006	37038	56113	Travel Voucher	Wang, Shuangya	Wang/Los Angele	00577502	el			AJ	1281		11/01/05	175.00		
2006	37038	56115	Travel Voucher	Wang, Shuangya	Wang/Los Angele	00577502	el			AJ	1281		11/01/05	30.00		
														930.56		

Reconciled To PS Date: 10/31/05  
 Account Title: EPSRC MATERIALS COLLABORATI  
 P I: Jacobson  
 Sponsor: Nsf  
 Begin Date: 7/1/2005  
 Ei: 6/3/05

## Un Paid SCR's: Responsible Person; Secretary 2

Purpose: to identify any SCR's that have not been paid within the 2-month period prior to current month.

Find Criteria:

The screenshot shows the 'Transactions List Detail' window with a search filter applied to the 'Status' column. The filter is set to 'Paid'. The window title is 'Transactions List Detail' and it has tabs for 'Main Menu', 'Ledger Menu', 'Detail Summary', 'Acct Summary of Found Records', 'Monthly', and 'Report'. The table columns include Type, Vendor Name, Description, DOC #, Initial, Status, Proj Yr, Sub Acct, Ref No, PO #, Est Dat, Est Am, Comp ENC/ fyp, Comp ENC/ Enc Dat, Enc Amt, Comp EST/ fyp, and Comp Exp Dat. A search bar at the top right contains the text 'Paid'.

### Request #1:

Type: SCR

EstDate: Date range beginning with start of fiscal year ( 9/1/yy) to (2<sup>nd</sup> month prior to closed month)  
Example: 9/1/05..10/31/05, if today is 12/1/05.

Enc Amt: = (type equal sign in this field)

Exp Date: = (type equal sign in this field)

### Request #2:

Status: Paid

Select Omit from the left toolbar to omit all records with status of Paid.

Find Results:

The screenshot shows the 'Transactions List Detail' window with a list of transactions. The window title is 'Transactions List Detail' and it has tabs for 'Main Menu', 'Ledger Menu', 'Detail Summary', 'Acct Summary of Found Records', 'Monthly', and 'Report'. The table columns include FY, SpeedType, Account, Type, Vendor Name, Description, DOC #, Initial, Status, Proj Yr, Sub Acct, Ref No, PO #, Est Dat, Est Am, Comp ENC/ fyp, and Comp Exp Dat. The table contains 10 rows of data, all with a status of 'Ind'.

FY	SpeedType	Account	Type	Vendor Name	Description	DOC #	Initial	Status	Proj Yr	Sub Acct	Ref No	PO #	Est Dat	Est Am	Comp ENC/ fyp	Comp Exp Dat
2006	17835	50050	SCR	Machine Shop (C	October 2004 Dr	D671154		Ind					09/01/05	-50.00		
2006	12063	54818	SCR	UH Residential Li	Alexandra Fursin	D676763	oks					OLIMA	09/01/05	1,425.00		
2006	17835	50050	SCR	NMR Shop (Che	March 2005 Dr.	D685355		Ind				NMR	09/01/05	-21.78		
2006	17835	50050	SCR	NMR Shop (Che	April 2005 Dr. G	D685255		Ind				NMR	09/01/05	-17.74		
2006	17835	50050	SCR	Glass Shop (Che	June 2005 Dr. G	D687170		Ind				GS	09/01/05	-15.00		
2006	17835	50050	SCR	Electronic Shop (	June 2005 Dr. Lit	D685273		Ind				ES	09/01/05	-5.00		
2006	17835	50050	SCR	Electronic Shop (	July 2005 Dr. G	D692982		Ind				ES	09/01/05	-32.00		
2006			SCR	Research Stores	August 2005 Dr.	D686519		Ind					09/12/05	2,244.18		
2006		53855	SCR	Electronic Shop (	August 2005 Dr.	D692705		Ind					09/29/05	3.00		
2006	17835	50050	SCR	Electronic Shop (	August 2005 Dr.	D692705		Ind				ES	09/29/05	3.00		

## Un-Expended Transactions: Responsible Person; Processor/Creator of Document

Purpose: to identify any transactions older than 60 days that have not expended on PeopleSoft.  
Follow up and resolve.

### Find Criteria:

All Find Requests should include the following (from the Transactions Detail List layout):

#	Est_Dat	Est_Amt	Comp ENC/ FYP	Compare ENC Enc_Dat	Enc_Amt	Comp EST/ FYP	Compare Exp_Dat
	09/01/05..			=			=

**EstDate:** Date range beginning with start of fiscal year ( 9/1/yy) to 60 days prior to closed month. Example: 9/1/05..10/31/05, if today is 1/1/06.

**Enc Amt:** = (type equal sign in this field)

**Exp Date:** = (type equal sign in this field)

The criteria to enter in the “Type” field will vary by individual running the report:

## Purchaser: Responsible Person; Purchaser

To find un-expended Vouchers, type **Voucher** in the “Type” Field in addition to the criteria listed above. Also, add a 2<sup>nd</sup> request to omit type **Travel**.

Transactions List Detail																
Type	Vendor Name	Description	DOC #	Initial	Status	Proj.Yr	Sub Acct	Ref No	PO #	Est_Dat	Est_Amt	Comp ENC/ FYP	Compare ENC Enc_Dat	Enc_Amt	Comp EST/ FYP	Compare Exp_Dat
Voucher										09/01/05..			=			=
Travel																

To find un-expended Procurement Cards, type **Procurement** in the “Type” Field in addition to the criteria listed above.

Type	Vendor Name	Description	DOC #	Initial	Status	Proj.Yr	Sub Acct	Ref No	PO #	Est_Dat	Est_Amt	Comp ENC/ FYP	Compare ENC Enc_Dat	Enc_Amt	Comp EST/ FYP	Compare Exp_Dat
Procurement Car										09/01/05..			=			=

## Travel/SCR Billing Clerk: Responsible Person; Secretary 2

To find un-expended **Travel Vouchers** and **Travel Requests**, type **Travel** in the type field.

Type	Vendor Name	Description	DOC #	Initial	Status	Proj.Yr	Sub Acct	Ref No	PO #	Est_Dat	Est_Amt	Comp ENC/ FYP	Compare ENC Enc_Dat	Enc_Amt	Comp EST/ FYP	Compare Exp_Dat
Travel										09/01/05..			=			=

To find un-expended **SCRs**, type **SCR** in the type field.

Type	Vendor Name	Description	DOC #	Initial	Status	Proj.Yr	Sub Acct	Ref No	PO #	Est_Dat	Est_Amt	Comp ENC/ FYP	Compare ENC Enc_Dat	Enc_Amt	Comp EST/ FYP	Compare Exp_Dat
SCR										09/01/05..			=			=

To find un-expended **Gifts**, type **Gift** in the type field.

To find un-expended **Deposits**, type **Income** in the type field.

## Budget Journal Processor: Responsible Person; Financial Coordinator

To find un-expended **Budget Journals**, type **Budget** in the type field.

## Financial Assistant: (He will distribute)

To find all other document types not included in any of the above find criteria, add multiple records to omit each of the document types above, or find each of the remaining document types individually (Journal Entry, Fees, Scholarship, Work Request, etc). This report should be reviewed to identify all other un-expended transactions and assign it to appropriate individuals for follow up.

### Find Results:

Note: Some of the records may have a Status of Paid, others do not. Follow up as appropriate.

### Notes:

If transaction Status is marked Paid, the document was submitted to DBA for signature and then to applicable UH department (AP, Gen Acct) for payment. Look up the document in PeopleSoft to see whether it is posted/paid. If it is, notify the reconciler that the transactions is paid per PeopleSoft and follow up is needed to find out what cost center it posted to and reallocate if needed.

If transactions Status is not marked Paid, the FMP record may not have been updated to reflect actual status, or the transaction is not yet processed for payment.

Transactions List Detail															
Main Menu   Ledger Menu   Detail Summary   Acct Summary of Found Records   Monthly   Report															
FY	Speed	Type	Account	Type	Vendor Name	Description	DOC #	Initial	Status	Proj Yr	Sub Acct	Ref No	P.O #	Est Dst	Est Am
2006	19167	54000		Voucher	Sigma Aldrich Inc	ethyl iodide	00157260	oks						09/01/05	73.20
2006	17835	54006		Voucher	Laser Cartridge C	toner cartridge	00252672	oks/l	Paid		NMR			09/01/05	72.00
2006	19167	53822		SCR	Electronic Shop (	Dec. 2003 - Und	D667726	Ind	Paid			3221		09/01/05	350.00
2006	17835	50050		SCR	Chemistry Facilit	Dec. 2003 - Und	D667726	Ind	Paid		ES			09/01/05	-350.00
2006	18324	54006		Voucher	Herbert Flake	simplex access c	00353264	oks	step2					09/01/05	378.20
2006	17835	54006		SCR	Research Stores	Mar. 2004 - NMR	D668577	Ind	Paid		NMR			09/01/05	32.22
2006	18324	54361		Requisition	Fisher Scientific	spectronic 20, is		oks			ALL	3158	9141	09/01/05	
2006	17835	50050		SCR	Electronic Shop (	June 2004 Dr. B	D674239	Ind	Paid		ES			09/01/05	-5.00
2006	18324	58601		Requisition	Didactic System	x-ray apparatus,		oks				3316	9345	09/01/05	
2006	19167	54000		Voucher	Fisher Scientific	polyphosphoric a		oks						09/01/05	95.27